

### **Section 3 Contractor/subcontractor Activity Instructions:**

This form is to be used to report accomplishments regarding employment and other economic opportunities provided to low- and very low-income persons by recipients of housing and community development assistance expended for:

- housing rehabilitation (including reduction and abatement of lead-based paint hazards);
- housing construction;
- **all contracts and subcontracts** awarded in connection with the Section-3-covered activity.

### **A Section 3 contractor/subcontractor is a business:**

- that provides economic opportunities to low- and very low-income residents of the metropolitan area, or
- that is 51 percent or more owned by low- or very low-income residents; or
- employs a substantial number of low- or very low-income residents; or
- provides subcontracting or business development opportunities to businesses owned by low- or very low-income residents.

### **A Section 3 individual is a person who:**

- Resides in Public Housing
- Low and very low income person who live in the metropolitan area or non metropolitan county where HUD assisted project(s) for housing or community development is located.

### **Employment and Training Opportunities**

**Column A:** Contains various job categories. Professionals are defined as people who have special knowledge of an occupation (i.e., supervisors, architects, surveyors, planners, and computer programmers). For construction positions, list each trade and provide data in columns B through F for each trade where persons were employed. The category of "Other" includes occupations such as service workers.

**Column B:** Enter the number of new hires for each category of workers identified in **Column A** in connection with this award. New Hire refers to a person who is not on the contractor's or recipient's payroll for employment at the time of selection for the Section 3 covered award or at the time of receipt of Section 3 covered assistance.

**Column C:** Enter the number of Section 3 new hires for each category of workers identified in **Column A** in connection with this award. Section 3 new hire refers to a Section 3 resident who is not on the contractor's or recipient's payroll for employment at the time of selection for the Section 3 covered award or at the time of receipt of Section 3 covered assistance.

**Column D:** Enter the percentage of all the staff hours of new hires (Section 3 residents) in connection with this award.

**Column E:** Enter the percentage of the total staff hours worked for Section 3 employees and trainees (including new hires) connected with this award. Include staff hours for part-time and full-time positions.

**Column F:** Enter the number of Section 3 residents that were employed and trained in connection with this award.

### Section 3 Activity Summary Report Employment and Training

Did your Single Family Development Program activity create employment or training opportunities for low- and very low-income persons this reporting period? If so, provide the following information.

**Agency Name:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Date Submitted:** \_\_\_\_\_

**Reporting Period:** \_\_\_\_\_  
Quarter

<b>A</b> Job Category	<b>B</b> Number of New Hires	<b>C</b> Number of project related new hires that are Sec. 3 Residents	<b>D</b> % of Aggregate Number of Staff Hours of New Hires that are Sec. 3 Residents	<b>E**</b> % of Total Staff Hours for Section 3 Employees and Trainees	<b>F**</b> Number of Section 3 Employees and Trainees
Professionals					
Technicians					
Office/Clerical					
Construction by Trade (List) Trade					
Trade:					
Trade:					
Trade:					
Other (List):					
<b>Total</b>					

(\*\* Include New Hires in columns E & F.)

#### For Construction Contracts:

Total dollar amount of all contracts awarded on the project .....\$  
 Total dollar amount of contracts awarded to Section 3 businesses .....\$  
 Percentage of the total dollar amount that was awarded to Section 3 businesses.....%  
 Total number of Section 3 businesses receiving contracts .....\_\_\_\_\_

#### For Non-construction Contracts:

Total dollar amount of all non-construction contracts awarded on the project .....\$  
 Total dollar amount of non-construction contracts awarded to Section 3 businesses .....\$  
 Percentage of the total dollar amount that was awarded to Section 3 businesses.....%  
 Total number of Section 3 businesses receiving non-construction contracts .....\_\_\_\_\_